



Division of Criminal Justice Services

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TO: New York State Law Enforcement Agencies and District Attorneys
FROM: Adam Dean, Office of Criminal Justice Records
DATE: June 20, 2017
SUBJECT: Sexual Offense Evidence Kit – Mandatory Reporting

REPORTING ALERT: SEXUAL OFFENSE EVIDENCE KIT – MANDATORY REPORTING

Pursuant to Executive Law §838-a, local law enforcement agencies and district attorneys are required to report certain information related to the number of sexual offense evidence kits in their possession to DCJS on a quarterly basis.

What information will need to be reported to DCJS?

As written, the law requires law enforcement agencies to track the custody of sexual offense evidence kits in a manner that will allow for the reporting of the following counts to DCJS on a quarterly basis:

- **Number of Kits Received During the Quarter** – The number of sexual offense evidence kits that the police agency or district attorney’s office received during the quarter.
- **Number of Kits Received During the Quarter That Were Submitted to Labs for Processing** – Of the number of sexual offense evidence kits received by the police agency or district attorney’s office during the quarter, the number of kits that were submitted to labs for processing.
- **Kits Received During Quarter: Sent to Lab Within 10 Days of Receipt** – The number of sexual offense kits that were sent to the lab within 10 days of being received by the police agency or district attorney.
- **Kits Received During Quarter: Sent to Lab 11 or More Days After Receipt** – The number of sexual offense evidence kits that were sent to the lab 11 or more days after being received by the police agency or district attorney.
- **Total Number of Kits “In Custody or Control” Not Submitted for Processing at End of the Quarter** – The total number of sexual offense evidence kits that have not been submitted to the labs for processing at the end of the quarter.

When will local law enforcement be expected to report to DCJS?

The legislation requires that the first period of data collection begin during the fourth quarter of 2017 on November 28, 2017. Therefore, local law enforcement must have the capacity to track summary level counts as outlined above starting November 28, 2017. This first abbreviated quarter (November 28, 2017 –

December 31, 2017) of data will be due to DCJS within 15 days after the close of quarter (due by January 15, 2018). Thereafter, quarterly reports will be due to DCJS within 15 days after the close of the reporting quarter.

How will DCJS collect the required information?

DCJS is currently in the process of developing a reporting interface on the IJPortal, which will be used by local law enforcement agencies and district attorneys to meet the quarterly reporting requirements of the legislation. Instructions for reporting through the IJPortal will be made available through a separate reporting alert which will be distributed during the fourth quarter of 2017.

We appreciate your anticipated cooperation in submitting this important information. Please call the Crime Reporting Unit at (518) 485-7111 or email mary.schmitt@dcjs.ny.gov if you have any questions or need assistance.